

# **VISION PROJECT TRAVEL GUIDELINES**

## **MEETING ARRANGEMENTS**

All meetings must be arranged through the project grant Administrative Assistant (916) 322-4336, ext. 449, who will be located in the Vision Implementation Project Office at the EMS Authority. Please identify the suggested location, date, time frame, and estimated number of participants. Payment for meeting room costs will be arranged through the project office. Every effort will be made to accommodate your request; however, due to cost consideration modifications may need to be made.

In order to reduce costs whenever possible, the location of the meeting should be selected in areas where air travel is minimized. Meetings should be scheduled to avoid the need for overnight accommodations. Due to Federal reimbursement guidelines, catered meals cannot be arranged and will not be reimbursed.

## **VISION PROJECT TRAVEL GUIDELINES**

Travel reimbursement is limited to ten (10) committee members and up to two (2) EMSA staff (the Vision Project Manager and 1 of the Vision Staff). Reimbursable items include mileage, ground transportation, air transportation, and hotel expenses. Receipts are required for meal reimbursements.

The reimbursement guidelines are as follows:

### **ONE-DAY TRAVEL OF LESS THAN 24 HOURS**

<b>TIME FRAME</b>	<b>REIMBURSEMENT</b>
Begins at or before 6:00 a.m. and ends at or before 9:00 a.m.	Breakfast
May not be claimed for travel of less than 24 hours	Lunch
Begins at or before 4:00 p.m. and ends at or after 7:00 p.m.	Dinner
If required, pre-approved by VIP office and with receipt	Lodging

### **MORE THAN 24 HOURS**

<b>TIME FRAME</b>	<b>REIMBURSEMENT</b>
Begins at or before 6:00 a.m. and ends at or before 8:00 a.m.	Breakfast
May be claimed if traveler left at or before 11:00 a.m. and returned at or after 2:00 p.m.	Lunch
Begins at or before 4:00 p.m. and ends at or after 7:00 p.m.	Dinner
If required, pre-approved by VIP office and with receipt	Lodging

Department of Personnel Administration, Section 599.619, Reimbursement for Meals and Lodgings requires that 1) all claims for lodging reimbursement must be substantiated with a receipt, (there are no exceptions to this requirement); and 2) if lodging receipts are not submitted, reimbursement will be for meals only.

MEALS, LODGING, & INCIDENTALS	REIMBURSEMENTS
Breakfast	Up to \$ 6.00
Lunch	Up to \$10.00
Dinner	Up to \$18.00
Lodging with receipt	\$84.00 per night plus tax with receipt (\$110.00 per night plus tax for the counties of San Francisco, Santa Clara, Alameda, and San Mateo).
Incidentals <sup>1</sup>	Up to \$6.00

<sup>1</sup>Includes expenses for personal items, tips, telephone calls, personal porter fees, etc. Allowed only for a full 24 hours of travel.

## MODE OF TRAVEL

When a Vision Implementation Committee member travels under the Sierra-Sacramento Valley Evaluation and Planning Project Grant he/she will travel in the best interest of the grant. Generally, this means the least costly method.

### Airline Travel

To schedule flight arrangements Sierra-Sacramento Valley EMS Agency (S-SV) as Project Grant Manager has established a voucher system with Southwest Airlines. The traveler (Vision Implementation Committee member) will only be able to fly out of airports that have Southwest Airlines as a common carrier. The traveler will make flight arrangements with Southwest Airlines by contacting the Airlines to schedule the flight. The traveler will indicate that they will have a government voucher to pay for their ticket. Southwest Airlines will schedule the flight in the traveler's name. There will not be a formal ticket issued. The Committee Chairs will contact their EMSA Staff Lead(s) to request travel for committee members requiring airfare. The EMSA Staff Leads will then contact the Vision Implementation Project (VIP) Office and submit the names of people needing airfare. The VIP staff will fax the information to Vickie Pinette at the Sierra-Sacramento EMS Agency at which time she will send the appropriate number of vouchers via UPS for next-day delivery. Please notify the EMSA Staff Lead as soon as possible (preferably one-month in advance) if you will need vouchers for your flight.

### Procedures for Making Reservations with Southwest Airlines

Advanced seat reservations are recommended. Call Southwest Airlines at (800) 435-9792 or (800) I-FLY-SWA. Advise the reservation clerk that you already have a *corporate ticket/government voucher* and that you are making a flight reservation only.

### Boarding Pass At Airport

At the Airport, check your baggage in the usual manner. When you arrive at the boarding gate, write your name in the space provided on the ticket and hand it to the ticket agent to receive a boarding pass.

### Passenger Facility Charges

PFCs have been initiated by a number of California airports. Southwest Airlines is required to collect the PFCs at the time of ticket purchase. Please note that **PFCs are included in the ticket price.**

### Use of Tickets

Corporate tickets/government vouchers may be used for official business only. They are not for personal use. **If vouchers are sent to you and you are unable to make the meeting, these vouchers must be returned to Vickie Pinette at the S-SV office. Lost or unreturned tickets will be billed to the individual who received them.**

### Airports/Cities Served by Southwest

<b>Burbank*</b> Oakland Sacramento	San Jose	<b>Ontario*</b> Sacramento	Oakland San Jose	<b>San Diego*</b> Sacramento San Jose	Oakland San Francisco
<b>LAX*</b> Sacramento	Oakland San Jose	<b>Orange*</b> <b>County</b>	Oakland San Jose	<b>San Francisco*</b>	San Diego
<b>Oakland*</b> LAX Orange County Diego	Burbank Ontario San	<b>Sacramento*</b> Los Angeles San Diego	Burbank Ontario	<b>San Jose*</b> LAX Orange County	Burbank Ontario San Diego

\*Designates the Departing Airport

*This discount program of airline tickets is part of the California communities Purchasing Program, one of the services offered by the California Statewide Communities Development Authority. California Communities is a joint powers authority sponsored by the League of California Cities and the California State Association of Counties to benefit cities and counties statewide.*

### Travelers Outside of Southwest Airlines Flight Area

For those travelers who are not in areas covered by Southwest Airlines, ticket purchases and reimbursements will be allowed at the lowest fare available in conformity with the regular published tariff for scheduled airlines in effect on the date of origination of the flight.

### Personal Car Travel

Reimbursement may be requested for the use of a personal car at the rate of \$.31 per mile or less for travel expenses incurred for attending the Implementation Committee meetings. In addition to personal car mileage, reimbursement may be requested for overnight and day parking, bridge and road tolls; necessary bus or taxi fares; and all other charges necessary from and to the individual's headquarters.

## **TRAVEL EXPENSE CLAIM**

Expense claim forms can be requested from the Vision Implementation Office, or downloaded from the Vision website at [www.emsa.ca.gov/expense\\_claim.pdf](http://www.emsa.ca.gov/expense_claim.pdf)

This form and all receipts must be submitted to S-SV **no later than 60 days after the meeting. Claims received after 60 days will not be reimbursed.**

Upon review of the Expense Claim, you will find it to be fairly self-explanatory. Please fill out the form completely. Your Vision Group Name and Vision Group Lead's Name will help S-SV keep accurate records of your groups expenses. The dates of your travel, the departure and arrival times, destination and mode of travel must be completely filled out. The cost of lodging, meals, parking, bridge tolls, and transportation are reflected on the form as well. Please remember that your expenses must be substantiated with receipts and your signature must be included on the form.

Your Expense Claim must be submitted to:

VIP Office  
Emergency Medical Services Authority  
1930 9<sup>th</sup> Street  
Sacramento, CA 95814

If you have any additional questions regarding filling out your Expense Claim, you may contact the Vision Implementation Project Office at (916) 322-4336, ext. 449 or Vickie Pinette at (916) 625-1717.